



**Notice of Vacancy**

**IPR# 42116**

**DATE: August 10, 2017**

**TITLE:** Office Coordinator, Opt 2  
**OFFICE:** Region 1/District 1/Bureau of Traffic  
**CONTRACT:** AFSCME – RC014

**\* INTERESTED EMPLOYEES MUST SUBMIT A BID FOR THE ABOVE POSITION.**

**BRIEF DESCRIPTION OF DUTIES:** Under the direction of the Traffic Programs Section Chief, performs technical clerical and office support functions for the section.

**TRAINING & EXPERIENCE:** Opt 2 requires the ability to type 30 wpm. Requires knowledge, skill and mental development equivalent to two years of college or completion of high school and two years of related office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires the ability to follow oral or written instructions. Requires working knowledge of word processing, spreadsheet, and data processing software and ability to compose, send and respond to emails. Requires working knowledge of internet research tools and applications. Ensures compliance with departmental safety rules.

**UNIT:** Traffic Programs  
**LOCATION:** 201 W. Center Ct, Schaumburg, IL  
**SHIFT:** 8:00 A.M. – 4:15 P.M. (45 minute lunch) Monday-Friday, OFF Saturday-Sunday  
**PAY GRADE:** RC014-9  
**SALARY RANGE:** \$3,027 - \$4,223  
**CONTACT PERSON:** Denise Hamilton, Bureau of Personnel Management, 217/782-5594

**SUBMIT BID TO:** Illinois Department of Transportation, Bureau of Personnel Management,  
Room 113, 2300 S. Dirksen Pkwy, Springfield, IL 62764  
Fax: 217/557-3134 or Email to: [DOT.CO.BPM.EmploymentApplications@illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@illinois.gov)

**BIDS MUST BE RECEIVED BY: 4:30 p.m. on Thursday, August 24, 2017**

**POSTED FROM:** August 11, 2017 **TO:** August 24, 2017

A handwritten signature in cursive script, reading 'Dianna Taylor'.

\*Agency-to-Agency Transfer: In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location shall file a request for transfer form.

\*In addition, to the bid form, if bidding for a position in a higher classification, bidder must file a CMS-100B Promotional Examination Application with the Department of Central Management Services and complete a Performance Test, if required.